



COVID 19 Site Operation Procedures v1

The purpose of this memo is to outline Trillium's site operating procedures during an anticipated prolonged period of social isolation requirements. The goal of these procedures is to maintain a safe and healthy working environment that facilitates social isolation practices and allows the company to continue to provide the necessary services to our clients.

General

- All persons entering a Trillium site are required to be COVID-19 orientated.
- All persons entering a Trillium site are to sign-in on a daily basis providing their name and employer.
- All persons are to practice social distancing and should maintain a minimum of 2 meters between one another
- All persons are to be reminded to avoid touching face, eyes, nose or mouth.
- Superintendents are to limit the number of workers inside any building or space to 50 people and in such a manner that they can reasonably maintain the 2 meter social distancing requirement.
- This may mean that some of our sites may need to further restrict the number of workers (ie less than 50) to maintain proper social distancing requirements.

Wash Stations

- All sites are to have wash stations which include running hot water, disposable towels to dry your hands and appropriate Trillium signage
- Wash stations are to be constructed and maintained at each site entrance.
- Additional wash stations are to be provided at a convenient location for workers to access throughout the day.
- All wash stations are to be located in an open area where people can practice social distancing while using.
- The number and location of wash stations is to be site specific and relative to the size and number of workers.
- Let's make it easy for everyone to wash their hands throughout the day!!

Illness Precautions

- No one is allowed to come to the site if they are experiencing any flu like symptoms (coughing, sneezing, headaches, fever, etc.)
- If a Trillium employee develops any flu like symptoms while at the site, they should immediately leave the office, notify both Katherine and Darin and follow Health Canada instructions.
- If a Trillium employee has been or comes into contact with anyone who has been diagnosed with COVID 19, you are required to self-isolate for 14 days. You must notify both Katherine and Darin and follow Health Canada instructions.
- If anyone notices a person who exhibits COVID-19 like symptoms on site, they are to report it to the Superintendent directly.



Site Logistics

- Stairwell areas are to be kept clear for workers to effectively move from floor to floor.
- Stairwells should, wherever possible, be used One-Way only. i.e. West stair is DOWN only, EAST stair is up only. This is obviously not enforced in an evacuation or emergency.
- Site elevators are not permitted for use to move workers from floor to floor.
- If the elevator is required to effectively move equipment from floor to floor a maximum of 2 workers are permitted in the elevator at a time.
- Interior units are limited to maximum 2-3 workers per unit. Superintendents should adjust schedules accordingly.
- Common area worker limits should be kept to a maximum that allows easy social distancing.
- Washroom Facilities.
 - Everyone is to wash hands and wipe surfaces with cleaning wipes when entering & exiting.
 - Daily cleaning of the washrooms will be organized.

Visitors & Meetings

- No visitors are permitted until further notice. This means no family/friends, but it also means no salesmen/etc. If they don't need to be there, they don't come on site.
- Trillium office staff will still attend site as required, but we will limit our visits to only essential visits during this time.
- Clients are to follow the same procedures as workers (COVID orientation, follow these site rules)
- Site BBQ and any social gatherings are all cancelled (for all group sizes).
- Site Meetings should be conducted through video conferencing when possible.
- Site Meetings required in-person are to take place in an open environment where an appropriate distance of 2 meters can be maintained between participants.

COVID Signage and Safety templates

- The following COVID-19 signs are available. Please review with your project coordinator for quantities for immediate ordering.
 - COVID-19 Info Poster (each entrance)
 - Hand Wash Station Here (above each station)
 - Hand Wash Instructions (graphic)(above each station)
 - Do Not Enter – Please Knock or Call (include blank site contacts)(Site Office, FAA Room)
 - Two Persons maximum in Elevator (at each floor)
 - Maintain Social Distancing of 2 meters (everywhere)
 - Please wipe down surfaces before and after every use. (Toilets and common areas)
- Safety Program templates
 - COVID-19 Worker Orientation
 - Trillium Workplace Sign-in